

Pepper Tree Park
100 SW Pepper Tree Lane
Topeka, Kansas 66611

Guidelines and Rules

Covenants and Bylaws - Homeowners should become familiar with Pepper Tree Park's Bylaws and Declaration of Covenants, Conditions, Restrictions and Dedication of Easements, Resolutions and Amendments. These are important legal documents that explain our self-governance. Current copies of the Covenants and Bylaws may be found on the Member Information section of the Pepper Tree Park website, peppertreepark.org

Board of Directors - The Pepper Tree Park Homeowners' Association is represented by an elected Board of Directors that volunteer their time. (Refer to the Meet the Board page of the Pepper Tree Park website for names, officers, and terms.)

Meetings - The annual membership meeting is held the 4th Tuesday of April at 6:30 PM. The regularly scheduled meetings of the Board of Directors is set by them, based upon their personal schedules. It is currently on the 2nd Monday of each month, starting at 5:30 PM. Special meetings can be called in accordance with the Bylaws.

Office Hours - Manager, Kari Bottenberg, works a flexible part time (20 hours per week) schedule. She may be contacted by email at peppertreepark@att.net

Homeowner Fees

Rate - The current monthly fee is \$320.00, due on the 1st of every month. For your convenience, a drop box is available on the basement door of the clubhouse. By acceptance of property deeds, each owner has agreed to pay the monthly fee to the Association. Although the Board tries to keep all fees reasonable, the maximum annual fee or charge may be increased each year by the Board of Directors of the Association by not more than 10% above the maximum fee for the previous year without a vote of the membership. In accordance with the Covenants, late fees will be assessed at the rate of \$20.00 per month if monthly fee payments have not been received by the 20th of the month. Also, late fees will be assessed if annual insurance payments are not received 20 days after the due date.

Purpose of Fee - Provides for care of common lawn areas, trees & shrubs, clubhouse and pool, area lighting, streets and parking areas. Also includes standard trash and snow removal, exterior painting and repairs, roof maintenance, water, management costs to include legal and accounting, real estate taxes on land and improvements owned by the Association, contingency reserves and such other purposes the Board of Directors may determine necessary.

Routine Repair - From the monthly fees, the Association shall provide routine repair, maintenance and care for interior streets, exterior building surfaces, trees, shrubs, grass, sidewalks, fences and other exterior improvements. Such repairs are at the sole discretion of the Board of Directors of the Association.

General Rules

Snow Removal - Snow removal is at the discretion of the Board of Directors. The Board directs the manager to engage the Snow Removal contractor. The general rule of thumb used by the Board is snowfall exceeding two to three inches will be bladed off streets and drives once the snow stops, unless the forecast predicts temperatures warm enough to melt the snow that day, but this is just a gauge not a hard and fast rule. The Board maintains discretion in ordering snow removal. Drifts of more than two inches are not the same as two inches of snowfall. Homeowners should have alternative snow removal practices in place for times snow removal is not ordered by the Board.

Insurance - The master policy of the Association is required and does not provide coverage for personal contents, personal liability or loss assessment fees.

Signs and Billboards- No signs, billboards, unsightly objects or nuisance, including For Sale signs, shall be erected, placed or permitted. No awnings, canopies, shutters, or radio/television antennas shall be affixed to or placed upon an exterior wall, fence or roof of a townhouse unit without the prior written consent of the Board of Directors.

Street and Sidewalks - Maximum speed limit within Pepper Tree is 15 miles per hour. Special caution should be observed in turning corners in the complex and at the side streets. Homeowners should stress the importance of observing the speed limit to their visiting guests and contractors. Complying with this speed limit is the responsibility of everyone and violators should be reported to the Manager.

No boat, camper, trailer, truck, mobile home or self-propelled recreational vehicle of any type may be parked, stored or otherwise located at any location except within the private garage of the homeowner within the area affected by these restrictions except for a period of time reasonably necessary for loading/unloading personal property of the owner. For a period not to exceed 48 hours, family and guests may park in the guest parking areas provided as part of the common area as long as this does not interfere with the neighbors' access and enjoyment of their property. Guest parking areas are not for the use by the owners for parking or storing boats, trailers, camping units or any personal vehicles. The Association may insure the proper use of said areas in such legal manner as it deems necessary.

Parking - All vehicles should be parked in garages, driveways or guest parking areas. No vehicles should be parked in the streets, cul-de-sacs or other non-designated parking areas. Guests staying longer than 48 hours should fill out a guest parking form. Homeowners in need of an assigned parking space in the guest parking areas should fill out the request form and submit it before the April board meeting each year.

Garages - The garage door of each townhome shall be kept closed at all times. The Association Manager has the right to enter a townhome and close the garage door at any time it is found open. Repair or replacement of garage doors are the responsibility of the homeowner.

Pets - No dog or other animal pen or run maybe maintained at any time or place. No animals of any kind shall be raised, bred, kept or maintained for commercial purpose. Pets must be confined within the interior of the unit, within the fenced area of a townhome patio or on a leash under the direct supervision and control of the owner. Pet owners are expected to pick up droppings from their pets and dispose of such properly.

Trash Disposal - Standard trash removal is set for weekly pick up. Currently, this is early on Friday mornings. If the normal pick-up day falls on a holiday, the trash may be collected on the following day. Residents are asked to take their trash for pick-up to the street after 5 p.m. the night before pickup. Bins and bags should not weigh more than 30 pounds and no more than four bins/bags per week. This does not include yard waste. Yard waste is handled separately through the use of a shared container set in the parking area for the clubhouse/pool and will be maintained as necessary. No construction materials or hazardous waste are allowed with either disposal service. There is also a recycle bin in the Clubhouse parking area.

Clubhouse Use

Reservations, Fees and Damage Deposit: The clubhouse is available to homeowners in good standings by advance reservation for social functions at the applicable fee set by the Board of Directors. The daily rental fee is \$50.00. A \$100.00 damage deposit shall be paid by separate check prior to the event. The rental fee should be dropped in the drop box at least three days before the day it is rented.

The damage deposit will be returned to residents that return the key, leave the clubhouse neat, clean, furniture in place and without damage. The cost of special cleaning of carpets or furniture will be billed to the resident host if the cost exceeds the damage deposit. Reservations should be directed to the Manager and arrangements will be made to obtain key prior to reserved date.

Host: The Pepper Tree resident who reserved the facility must be in attendance at all times during the function. If clubhouse is used by family members residing at Pepper Tree who are not considered the head of household, such periods shall be chaperoned by head of household resident. Any damage or misuse of the property is the responsibility of the resident.

Clean-Up and Set Up: Both are the responsibility of the resident host. After each social function, the clubhouse shall be vacuumed and left tidy. All trash needs to be removed (Including restroom) and taken to community trash container or to the individual's unit for disposal. No trash is to be left curbside.

Upon leaving: Turn out all lights and secure all doors. Return thermostats to 60 degrees in winter and 80 degrees in summer. Make sure the space heaters are turned off in the restrooms.

Time: All functions shall conclude by 1:00a.m. and no overnight lodging is allowed.